

The purpose of this data collection is to gather Average Daily Membership (ADM) and Average Daily Attendance (ADA). The rules and guidelines for reporting ADM/ADA **have not changed**; only the submission method has changed. The 2003 General Assembly enacted legislation that requires a second count of students in ADM beginning in the 2004-2005 school year. Based on the legislation and the revised rules of the State Board of Education, **the second count of students in ADM will occur on December 1**. Reporting the December 1 ADM count and each ADM count thereafter will be a required collection by individual student record via the Application Center.

Audience

Public schools and Charter schools should report ADM/ADA for students being educated in grades K-12. The DOE-SR (now being collected in the application center) will be required for charter schools.

Instructions

A **trial submission period** will be available November 24, 2004 through November 30, 2004. This optional period will provide the opportunity to verify transmission and validity of the data file **prior** to the actual collection period. All data submitted during this optional period will be **deleted** at the end of the day on November 30, 2004. The file may be in any of the formats contained in this document and must contain all the fields in the order described. In addition, the STN number must currently exist in the STN Lookup in the Application Center and current student data must be submitted for the DOE-PS, Programs and Services.

The **required collection period** for ADM begins **On December 1, 2004**, and will last until **December 17, 2004**, which is the **final** date for submission. During this time you are required to submit a file, review the processing results of the file for errors, and review the reports in the Message Center for accuracy. These reports are provided for you under Reports and should be printed and reviewed by the responsible person(s). If there are any errors or inaccuracies you may correct your data file and resubmit until the end of the day of the final collection date.

For the December 2004 collection, it is necessary to verify the actual public school instructional time for schools that have dual enrollment students. This option will be available under the **File Transfer Page** in the Application Center. Please note that it is intended that the instructional time for the 2005-2006 school year will be collected on the school calendar.

Membership

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes	FILE DUE DATE
1	School Number	4	State Assigned School ID Allowable codes are: State assigned school number 9999 Required Field: Yes	School number where this student is being educated Note: Available in the application center is the School and Corp Lookup to obtain/validate the number. 9999 for Transfers Out See Scenario #1	DECEMBER 1-17
2	Student Test Number (STN)	9	Official Student Test Number (STN) assigned to student Required Field: Yes	The stn number must exist in Programs and Services (DOE-PS)	DECEMBER 1-17
3	ADM Type	1	Allowable Codes Are: 1-6 Required Field: Yes	Student is enrolled and attending this <u>reported school</u> as a: 1 = Resident Enrollment 2 = Transfers out 3 = Cash Transfers 4 = State obligations 5 = Placements In 6 = Dual Enrollment	DECEMBER 1-17 See section on Determining Membership

Membership (DOE-ME)
Version 12.07.04

Field Order	Fieldname Description	Length	Data Field Specification and Requirements	Notes	FILE DUE DATE
4	Corporation Number of Legal Settlement	4	<p>Corporation number for corporation of legal settlement</p> <p>Allowable values are: State assigned corporation number of the school where the student is being educated 9999</p> <p>State assigned corporation number of legal settlement</p> <p>Required Field: Yes</p>	<p>State Assigned Corporation Number</p> <p>Corporation numbers checked for validity.</p> <p>9999 for Placements In</p> <p>See Scenario #1</p> <p>Note: Available in the application center is the School and Corp Lookup to obtain/validate the number.</p>	<p>DECEMBER 1-17</p> <p>See section on Determining Membership</p>
5	Instructional Days	3	<p>Number of instructional days for a student considered a <u>Dual Enrollment</u> student.</p> <p>Allowable values are: 1 - 180 Blank = not applicable for this student</p> <p>Required Field: This is a required field for students that have dual enrollment with a non public school</p>	<p>The student has dual enrollment with a non public school.</p> <p>Not more than 180</p>	<p>DECEMBER 1-17</p> <p>See section on Determining Membership</p>
6	Instructional Minutes	3	<p>Dual enrolled student minutes of instruction during the course of 1 full day</p> <p>Allowable values are: 15-360 Blank = not applicable for this student</p> <p>Required Field: This is a required field for students that have <u>dual enrollment</u> with a non-public or home school</p>	<p>The student has dual enrollment with a non-public or home school. Examples: 50 = 50 minutes 60 = 1 hour 300 = full day for elementary 360 = full day for secondary</p> <p>Do not include extended day or additional services beyond the regular school day</p>	<p>DECEMBER 1-17</p> <p>See section on Determining Membership</p>
7	Days Present during ADA Count period	4	<p>Number of Days present during the 15 day count period</p> <p>Allowable Codes are: 0 accepted for the 2004-2005 school Year if the data is not available</p> <p>0.0 days present 0.5 half day present 1.0 15.0 10.5</p> <p>Required Field: Yes</p>	<p>Average Daily Attendance (ADA)</p> <p>The count period is: Sep 12, 2005 – Sep 30, 2005</p> <p>Student in attendance during any part of a schools <u>full student instructional day</u>, count as 1.0, 1 day.</p> <p>Student in attendance during any part of a schools <u>partial student instructional day</u>, count as .5, ½ day</p> <p>511 IAC 1-3-2(g)</p>	<p>2005-2006 School year</p>

References:

STN Calendar

Definitions and instructions (Supplied by the Division of School Finance) are included in the ADM Type Definitions section.

Indiana School Laws and Rules 511 IAC 1-3-2

IPS Desegregation Order No. IP-68-C-225

DOE-PS Data Layout – Stn number must exist in the programs and services with accurate grade level.

Common Scenarios

The following section contains several likely scenarios of student membership and enrollment and a description of how they would be reported.

Determining Membership

Scenario #1: Student has legal settlement in your district and is attending your corporation.

Scenario #2: Student has legal settlement in your district and is attending in another district.

Scenario #3: Student is attending in your district because of State Obligations.

Scenario #4: Student has legal settlement in your district, attends a Nonpublic school or home school and your school.

Scenario #5: Student has legal settlement in IPS and attends one of the six (6) township schools under the Desegregation Order No. IP-68-C-225 will be reported by IPS.

Scenario #6: Student has legal settlement in Indiana, is attending in your district, and has been placed by parents in an Institution or Treatment center.

Scenario #7: Charter Schools report students as a resident enrollment, type 1.

Scenario #8: Student has legal settlement another district and attending in your district based on an agreement under which the parents will pay transfer tuition to your corporation.

Reporting Results for all types and scenarios:

Legend:

X = Field required

N/A = Not applicable

N = No

9999 = Unknown corporation of legal settlement

ADM Type	Scenario Reference	School	Corp of legal settlement	Instruct Days	Instruct Minutes	Days Present 2005
1 – Resident Enrollment	1,7	X	X	N/A	N/A	X
2 – Transfers Out	2,5	X	X	N/A	N/A	X
3 – Cash Transfers	8	X	X	N/A	N/A	X
4 – State Obligations	3	X	X	N/A	N/A	X
5 – Placements In	6	X	X	N/A	N/A	X
6 – Dual Enrollment	4	X	X	X	X	X

Example: Corp 8800 is the corporation reporting data. 0001 is one of their elementary schools.

Corp 9300 is the charter school corporation reporting data for their students in school 1534.

Corp 8800 is the corporation reporting data on a transfer out student that attends school 9222 in another corporation.

Corp 5385 is IPS reporting data on a desegregation student that attends school 5213 in another corporation or district.

ADM Type	Scenario Reference	School	Corp of legal settlement	Instruct Days	Instruct Minutes	Days Present 2005
1 – Resident Enrollment	1	0001	8800	N/A	N/A	X
	7	1534	9300	N/A	N/A	X
2 – Transfers Out	2	9222	8800	N/A	N/A	X
	5	5213	5385	N/A	N/A	X
3 – Cash Transfers	8	0001	5385	N/A	N/A	X
4 – State Obligations	3	0001	8800	N/A	N/A	X
5 – Placements In	6	0001	9999/8800	N/A	N/A	X
6 – Dual Enrollment	4	0001	8800	X	X	X

ADM Calculations

Public Schools: TOTAL ADM equals RESIDENT ENROLLMENT plus TRANSFERS OUT plus CASH TRANSFERS plus STATE OBLIGATIONS plus PLACEMENTS IN plus DUAL ENROLLMENT.

Charter Schools: TOTAL ADM equals RESIDENT ENROLLMENT plus STATE OBLIGATIONS.

ADM Type Definitions

Public Schools:

Resident Enrollment – Students with **legal settlement in your corporation** who are enrolled and attending school in your corporation. This type also includes: (1) special and vocational education students enrolled in your corporation who are attending a cooperative; and (2) foreign exchange students who are residing in, enrolled and attending school in your corporation. The cooperative does not have to be located in your district.

Resident Enrollment for a charter school – Include students who are enrolled and attending school in your charter school.

Transfers out – Students with **legal settlement in your corporation** who are enrolled and attending a public school corporation in Indiana or another state for the following reasons: (1) an agreement between your corporation and the educating corporation, (2) a “better accommodation” student transfer agreement under IC 20-8.1-6.1-2 between your corporation and the students parents, or (3) a “better accommodation” order by the State Board of Education. This type also includes students with **legal settlement in your corporation** who are served by a public or private school under a contract for residential or alternative services through the State Superintendent of Public Instruction. Additionally, this type includes students **with legal settlement in your corporation** who are enrolled and attending school in another Indiana school corporation as a result of a **placement by a parent**, for the students’ physical or emotional health and well being, in a state licensed private or public health care or child care facility that is located in the other school corporation. **If the placement is in a health care facility and is recommended by a physician, the placement must be projected to be for no less than fourteen (14) consecutive calendar days or an aggregate of twenty (20) calendar days.**

Cash Transfers – Students **legal settlement in another corporation** who are enrolled and attending school in your corporation based on an agreement under which the parents will pay transfer tuition to your corporation.

State Obligations – Students who are enrolled and attending in your corporation and whose presence in your corporation is the result of one of the following state actions: (1) placement in an institution operated by the division of disability, aging, and rehabilitative services or the division of mental health that is located in your corporation, or (2) placement by the division of disability, aging, and rehabilitative services or the division of mental health in an institution, a public or private facility, a home, a group home, or an alternative family setting that is located in your corporation. This type **also includes** students who are enrolled and attending school in your corporation who are children of state employees living on state property. **Do not include** students who are placed in your school corporation by parents, by Indiana county welfare offices, Indiana courts, or Indiana licensed child-placing agencies, or by governmental entities from another state.

Placements In – Students who are enrolled and attending school in your corporation as a result of a placement by Indiana county welfare offices, Indiana courts, Indiana licensed child-placing agencies, or by a parent or guardian in a state licensed private or public health facility, child care facility, or foster home that is located in your corporation. Their placement in your corporation is for non-educational reasons.

Dual Enrollment – Students, who are enrolled in a public school and a nonpublic school, have legal settlement in your corporation and receive instructional services from the corporation. (Amendment P L 93 for IC 21-3-1.6(d) changed the definition of ADM to determine dual enrolled students.)

Charter Schools:

Resident enrollment—Students who are enrolled and attending school in your charter school on count day.

State Obligations—Students who are enrolled and attending school in your charter school that are children of state employees living on state property.

Transfers out, cash transfers, placements in, dual enrollment – do not apply to a charter school.

Students NOT included in ADM Count

Transfers In – Students who have **legal settlement in another Indiana school corporation** but who are enrolled and attending school in your school corporation.

Placements out – Students who have **legal settlement** in your school corporation who are **attending another Indiana school corporation** and were placed by Indiana county welfare offices, Indiana courts, Indiana licenses child-placing agencies, or by a parent or guardian in a licensed facility or foster home located in the other school corporation.

Out-of-state-students – Students who have **legal settlement in another state** and who are placed by their parents or by an out-of-state governmental entity in a facility, institution, or treatment center located in your corporation.

Example Data File Formats

The following section contains example data files in the allowed comma delimited, positional, and XML formats.

Comma Delimited Format

0001,000102001,1,8800,,0

Positional Format



XML Format

```
<XIF_MEData>
  <Corporation Id="8800">
    <School Id="0001">
      <Student STN="000102001">
        <ADMInfo ADMType="" LegalCorp="" InstructionalDays="" InstructionalMinutes="" />
        <ADAInfo ADADaysPresent="" />
      </Student>
    </School>
  </Corporation>
</XIF_MEData>
```

CHANGE HISTORY

Version	Change History
12.07.04	Scenario #6 changed from in another state to Indiana.
12.06.04	Transfer out ADM type clarification on field 1, added note about cooperative on resident enrollment definition, added scenario #8 for clarification.
11.23.04	Grammatical error corrected.
10.27.04	Field #6 expanded time. Verification of instructional time instructions added.
10.15.04	Original layout